# Basic Questions

I. How many total cells are present?
   1,048,576 X 16,384
II. What is the difference: Worksheet vs workbook
III. How to add Filters on column?
IV. What are Comments?
V. How to freeze panes?

# 6. What are different Basic function?

SUM, AVERAGE, COUNT, COUNTA, MIN, MAX

# 7. Explain the difference between COUNTA & COUNT

**COUNT** counts the number of cells that contain numbers, while **COUNTA** counts all non-empty cells, regardless of the data type

8. **What does TRIM function do?**

The **TRIM** function removes extra spaces from text, leaving only single spaces between words

**9. Describe how you can create a drop-down list in Excel?**

- Go to the Data tab
- Select Data Validation
- Choose "List" from the Allow dropdown
- Specify the source for the list of values

## 10. What does the VLOOKUP function do?

The **VLOOKUP** function searches for a value in the first column of a table and returns a value in the same row from a specified column

VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])

# 11. Explain the difference between VLOOKUP and XLOOKUP?

**VLOOKUP** can only search from left to right and requires the lookup value to be in the first column of the table.
**XLOOKUP**, on the other hand, can search both directions, allows for returning multiple columns, and is more flexible in its syntax.

XLOOKUP("ItemName", A1:A10, B1:B10) can find "ItemName" column.

## 12. What is the purpose of the SUMIF, COUNTIF function?

**SUMIF** function adds the cells specified by a given condition or criteria. For example, =SUMIF(A1:A10, ">10", B1:B10)

**COUNTIF** function counts the number of cells that meet a specific criterion. For example, =COUNTIF(A1:A10, "Yes")

## 13. What is a PivotTable?

**PivotTable** is a data processing tool in Excel that allows you to summarize and analyze data by creating a dynamic table that can rearrange data to provide different views

**14. How to Pivot Table?**

**15. How do you create a chart and difference between a clustered column chart & a stacked column chart?**

**Clustered column chart** displays separate columns for each category side by side, making it easy to compare values

**Stacked column chart** displays the data stacked on top of one another, showing the total and the contribution of each categor the total

**16. How do you remove duplicates from a dataset?**

To remove duplicates, select the range of data, go to the Data tab, and click on "Remove Duplicates."

**17. What is a macro & how do you record a macro?**

**Macro** is a set of instructions that automate repetitive tasks in Excel

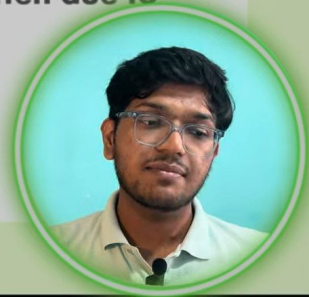## 18. What are different ERRORs and how to handle in Excel?

**#DIV/0!** error indicates that a formula is attempting to divide by zero or an empty cell

**#N/A** indicates that a value is not available

**#VALUE** when the wrong type of argument or operand is used

**#REF!** when a formula refers to a cell that is not valid, often due to deleted rows or columns.

**IFERROR(formula, value_if_error)**

# 19. What are different Excel Add-ins?

**Power Query** is a data connection technology that enables you to discover, connect, combine, and refine data from various sources for analysis in Excel
**Power BI with Excel** to import Excel data models, tables, and ranges into Power BI for enhanced visualizations

## 20. What is the INDEX & MATCH and how can you use functions together?

Power Query =INDEX(A1:A10, MATCH("SearchValue", B1:B10, 0))